

# Board of Certified Safety Professionals (BCSP)

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## **DANTES Test Centers' Authorization**

The Board of Certified Safety Professionals (BCSP) authorizes military installations with DANTES test centers to administer the BCSP certification examination.

DoD personnel residing in the U.S., Canada, or certain U.S. Territories may also choose to sit for their examinations at a local Sylvan Test Center (there are over 200 centers available and the cost to test at a Sylvan center is much less than to test through DANTES).

Examinations are given at the Sylvan Test Centers six days per week. Candidates planning travel to the U.S. may want to use a Sylvan Test Center, while stateside. For a list of testing centers, please visit [www.2test.com](http://www.2test.com).

**NOTE: If a Sylvan Technology Center is within 30 miles of the examinee's military installation, the examinee will be expected to take the examination at the Sylvan Technology Center.**

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## **Background**

In 1967, an ad hoc study committee was appointed by the American Society of Safety Engineers to investigate the feasibility of certification and determine the methods for establishing a program for safety practitioners.

The committee recommended the Society organize a newly designated independent corporation to examine and certify the qualifications of safety practitioners. In 1969, BCSP was established as a nonprofit corporation in the State of Illinois.

Today, the Certified Safety Professional (CSP) designation has become the mark of the professional within the safety field.

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## Description

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### Examination Description

To achieve CSP certification, examinees must take and pass two examinations:

- Safety Fundamentals
- Comprehensive Practice.

More information about the Safety Fundamentals Examination can be found at [www.bcspp.org/csphdbk/hdbk\\_c4.htm](http://www.bcspp.org/csphdbk/hdbk_c4.htm).

Additional information about the Comprehensive Practice Examination can be found at [www.bcspp.org/csphdbk/hdbk\\_c5.htm](http://www.bcspp.org/csphdbk/hdbk_c5.htm). Certified Safety Professionals can add a CSP Specialty credential to their portfolio.

Certified Safety Professionals can add a CSP Specialty in:

- Ergonomics,
- Construction Safety, and
- System Safety.

Each of the three specialties are awarded upon passing an examination. For more information about Specialty Examinations please visit [www.bcspp.org/Specialty](http://www.bcspp.org/Specialty).

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## How to Obtain an Application

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### Application

To obtain an application, either the applicant or the Test Control Officer (TCO) should send a written request on official stationery to:

**Board of Certified Safety Professionals**  
**208 Burwash Avenue**  
**Savoy, IL 61874-9510**

**Phone: (217) 359-9263**

**Fax: (217) 359-0055**

Applications can also be downloaded from the BCSP Web site at [www.bcspp.org/csphdbk/csp\\_handbook.htm](http://www.bcspp.org/csphdbk/csp_handbook.htm). We recommend you confirm receipt of faxed orders.

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## How to Obtain an Application, Continued

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| <b>Academic Transcripts and Reference Questionnaires</b> | Submit original academic transcripts and completed reference questionnaires from each person named in the reference section of the application along with the application form. |
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## Program Materials and Assistance

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| <b>Necessary Materials/ Assistance</b> | <p>Contact BCSP directly or visit <a href="http://www.bcsb.org">www.bcsb.org</a> to obtain descriptive materials regarding the certification program. Write or call BCSP at (217)359-9263 with questions concerning the examination program in the areas of:</p> <ul style="list-style-type: none"><li>• Applicant qualifications</li><li>• Fees, and</li><li>• Other matters related to the certification program.</li></ul> |
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## Certification Criteria

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| <b>Certification Criteria</b> | For certification criteria for examinations leading to the CSP, please visit <a href="http://www.bcsb.org/csphdbk/hdbk_c2.htm">www.bcsb.org/csphdbk/hdbk_c2.htm</a> . |
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## Certification Fees

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| <b>Certification Fees</b> | The CSP certification program examination fees can be found at <a href="http://www.bcsb.org/csphdbk/hdbk_c3.htm">www.bcsb.org/csphdbk/hdbk_c3.htm</a> . |
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## Administration

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### When TCOs Should Administer BCSP

BCSP has authorized DANTES TCOs to **administer the examinations on a specific date to be arranged.**

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### Civilian Administration

DANTES Test Centers may administer BCSP Certification Examinations to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
  - Military family members
  - Veterans, and
  - U.S. federal employees
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## Scoring

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### Return Materials

Using the supplied mailing materials mail all completed examinations and examination materials immediately to:

**Columbia Assessment Services, Inc.  
120 First Flight Lane  
Kitty Hawk Executive Park  
Morrisville, NC 27560**

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## Scoring, Continued

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### Examination Results

BCSP will notify examinees directly of their scores and qualifications for certification.

**TCOs will only be notified that the scores have been provided to examinees.**

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## Refunds

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### Refunds

A 50 percent refund of overseas DANTES examination fees is available if an examination is cancelled 30 days prior to the examination date. Application fees are nonrefundable. Please see [www.bccsp.org/csphdbk/hdbk\\_c7.htm#examinations](http://www.bccsp.org/csphdbk/hdbk_c7.htm#examinations) for additional details.

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## Retesting

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### Retesting

Applicants who fail an examination may retake the complete examination upon paying another examination fee.

**There is no limit to the number of times a complete examination may be retaken.**

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## Continuance of Certification

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### Continuance of Certification

Information about continuance of certification requirements can be found at [www.bccsp.org/COC\\_guide](http://www.bccsp.org/COC_guide).

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## Problems

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| <b>Problems</b> | Contact BCSP immediately regarding delayed receipt of any of the following: <ul style="list-style-type: none"><li>• Applications</li><li>• Descriptive information</li><li>• Examinations scores, or</li><li>• Certificates</li></ul> |
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## Security

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| <b>Test Loss or Compromise</b>  | <p>Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is a BCSP test loss or compromise.</p> <p>Contact DANTES <u>immediately</u> and refer to specific Service regulations for complete instructions if there is a BCSP test loss or compromise.</p> <table><tr><td><b>DANTES</b></td><td><b>Phone: (850) 452-1360</b></td></tr><tr><td><b>Code 20 F</b></td><td><b>DSN: 922-1360</b></td></tr><tr><td><b>6490 Saufley Field Road</b></td><td><b>Fax: (850) 452-1161</b></td></tr><tr><td><b>Pensacola, FL 32509-5243</b></td><td></td></tr></table> | <b>DANTES</b> | <b>Phone: (850) 452-1360</b> | <b>Code 20 F</b> | <b>DSN: 922-1360</b> | <b>6490 Saufley Field Road</b> | <b>Fax: (850) 452-1161</b> | <b>Pensacola, FL 32509-5243</b> |  |
| <b>DANTES</b>                   | <b>Phone: (850) 452-1360</b>   |               |                              |                  |                      |                                |                            |                                 |  |
| <b>Code 20 F</b>                | <b>DSN: 922-1360</b>   |               |                              |                  |                      |                                |                            |                                 |  |
| <b>6490 Saufley Field Road</b>  | <b>Fax: (850) 452-1161</b>   |               |                              |                  |                      |                                |                            |                                 |  |
| <b>Pensacola, FL 32509-5243</b> |  |               |                              |                  |                      |                                |                            |                                 |  |

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## Approved for Veterans Reimbursement

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| <b>MGIB Reimbursement</b> | Eligible veterans may obtain reimbursement from the Department of Veterans Affairs (VA) for the cost of taking the BCSP examination. Additional information about this program may be found on the VA's Web site at <a href="http://www.gibill.va.gov/education">www.gibill.va.gov/education</a> . |
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## Official Source of Information

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**BCSP  
Certification  
Examination**

The BCSP Web site is the official source of data about the BCSP certification examination, to include information about costs, the qualifications of individuals who may hold these certifications, and any other information pertaining to the credential.

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## WEB Pages and E-mail Addresses

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**DANTES Web  
Address**

Access the DANTES Web pages at <http://www.dantes.doded.mil>.

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**BCSP Web  
Address**

Access the BCSP Web page at [www.bcsp.org](http://www.bcsp.org).

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**DANTES E-  
mail Address**

The DANTES Certification Program E-mail address is [certprog@voled.doded.mil](mailto:certprog@voled.doded.mil).

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